DEPARTMENT OF DEFENSE
DEFENSE STANDARDIZATION PROGRAM OFFICE
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IN REPLY
REFER TO

August 3, 2004

MEMORANDUM FOR DOD STANDARDIZATION MANAGEMENT ACTIVITIES

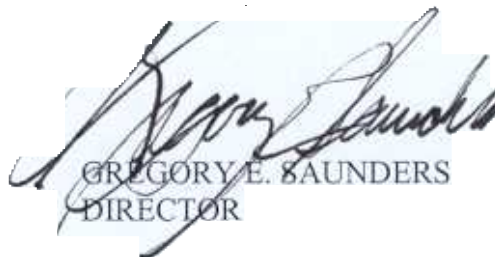SUBJECT: Policy Memo 04-1, Automated Document Numbers from ASSIST-Online

The ASSIST-Online has a new module that lets a Preparing Activity (PA) electronically request and obtain a document number from the DoD Single Stock Point (DoDSSP) for new DoD performance and detail specifications, standards, handbooks, commercial item descriptions, and data item descriptions. Access to the Automated Document Number module (ASSIST ADN) will be limited to personnel designated as needing this utility, as identified to the DoDSSP by each Departmental Standardization Office (DepSO).

ASSIST ADN is designed so that only the account used to enter the project number will be able to request the new document number. Prior to using ASSIST ADN, the PA, as required by DoD 4120.24-M, should have already entered a project number via ASSIST Project; should have fully coordinated the document and resolved all comments; and should be ready to submit the approved document to the DoDSSP using the Electronic Document Submission (ASSIST EDS). ASSIST will automatically alert a user by E-mail if a project has not been completed within 30 days after getting a document number and, if needed, send a second E-mail at 60 days, with a copy to the DoDSSP. After 60 days, the DoDSSP may rescind the document number.

How to use the ASSIST ADN:

An authorized user logs onto ASSIST-Online and accesses the module by clicking on the [**New Doc Number**] menu option in the lower left frame. To obtain a document number, the user next clicks on the [**Request Number**] link, and then provides information as prompted by each of several screens. At one point, the user is asked to select the appropriate Project Number from the list of approved Project Numbers the user previously established using ASSIST Project. Once the Project Number is validated, the user searches selected document categories for the format that best matches the user's document. Next, the user will be asked to choose the type of number desired (e.g., AMSC, Document, or a combination). ASSIST ADN assigns document numbers in chronological order from available numbers within each document category. Finally, the module provides a summary screen that confirms the number(s) assigned. Users can also review previously assigned ASSIST ADN numbers by clicking on the [**Review Number**] option on the module entry screen.

Preparing Activity personnel wanting to use the ASSIST ADN should request access from the DoDSSP through their respective DepSO. Authorized users who wish to use ASSIST ADN to obtain document numbers where the Project Number was not entered using ASSIST Project should contact Rick.Rodemer@dla.mil, or call (215) 697-5164, for instructions on how to proceed. All other questions regarding how to use ASSIST ADN should also be directed to Mr. Rodemer.

GREGORY E. SAUNDERS
DIRECTOR

cc: DepSOs